

Mission

The Waukesha County electorate chooses the County Clerk, which is a State Constitutional Officer defined by Wisconsin Statutes, every two years. The County Clerk's two main statutory duties are to serve the Waukesha County Board and act as the Waukesha County election Commissioner.

Our Mission is to

- *manage specific licenses for the county that are mandated by state law & county ordinance*
- *maintain a strong working relationship with all county departments and municipalities*
- *utilize existing technologies to improve efficiency*
- *embrace fiscally responsible practices*
- *establish ongoing relationships and communication with elected officials, federal, state and local*
- *keep current with the changing election laws*
- *provide expedient and courteous service to our customers*

Financial Summary

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
General Fund						
Personnel Costs	\$253,254	\$276,812	\$268,802	\$264,182	(\$12,630)	-4.6%
Operating Expenses	\$150,672	\$131,027	\$75,497	\$288,053	\$157,026	119.8%
Interdept. Charges	\$16,955	\$26,953	\$24,631	\$48,331	\$21,378	79.3%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$420,881	\$434,792	\$368,930	\$600,566	\$165,774	38.1%
General Government	\$22,828	\$19,000	\$21,500	\$23,000	\$4,000	21.1%
Fine/Licenses	\$108,590	\$107,100	\$107,500	\$127,620	\$20,520	19.2%
Charges for Services	\$2,276	\$2,800	\$2,075	\$2,200	(\$600)	-21.4%
Interdepartmental	\$0	\$150	\$0	\$0	(\$150)	-100.0%
Other Revenue(a)	\$109	\$0	\$0	\$82,600	\$82,600	N/A
Total Revenues	\$133,803	\$129,050	\$131,075	\$235,420	\$106,370	82.4%
Tax Levy (b)	\$287,078	\$305,742	\$237,855	\$365,146	\$59,404	19.4%
Position Summary (FTE)						
Regular Positions	5.00	5.00	5.00	4.00	(1.00)	
Extra Help	0.01	0.12	0.00	0.20	0.08	
Overtime	0.00	0.00	0.00	0.02	0.02	
Total	5.01	5.12	5.00	4.22	(0.90)	

(a) Other Revenue includes General Fund balance of \$80,000 for one-time election related costs in the 2004 budget.

(b) The adopted 2002 tax levy was \$413,599. The amount shown for 2002 is actual expenditures less revenues.

Departmental Objectives

1. Upgrade the election software to a Windows version from an out dated DOS base system, implementing the use of the new software in time for the presidential primary election in February. (4th quarter '03, 1st quarter '04)
2. Establish new inspector and poll worker training with combined efforts of the state elections board and the municipal clerks to follow the state law requiring poll workers and inspectors be trained once a year. (1st quarter '04)
3. Cooperate with state elections board and municipalities on statewide voter registration, including involvement in the State focus groups on implementation and planning. (on-going)
4. Accept US passport applications, as authorized by 2003 ordinance. (4th qtr '03, 1st qtr '04)
5. Publish the pocket size public officials directories at the request of elected officials, residents and media. To help with the costs of the directories, only the number of public official directories pre-paid will be printed.

Major Departmental Strategic Achievements from 1/06/03* to 6/30/03

* Newly elected county clerk took office as of January 06, 2003

1. Greater accessibility to the office with extended evening hours.
 2. Creation of the County Clerks web pages, which include the creation of a usable on-line public directory and election sample ballots for the electorate. Created in department; no Information Systems time.
 3. Started electronic communication with municipal clerks, creation of electronic forms, which have cut down on mailing and office visits.
 4. Creation of new write-in sheets, published all election notices, and color ballots are now being used. All which make the election process less confusing to the poll workers and residents or to cut down duplication of services. Any additional costs are billed back to the municipalities.
 5. Organize quarterly meetings with municipal clerks updating them on legislation, election changes, and discussing problem areas. These meetings have built better communication between the County and municipalities.
 6. Created a dog license sub-committee of municipal clerks and treasures to discuss dog-licensing issues and to create solutions.
 7. Took on responsibility of agenda posting on the web.
 8. Added the responsibility of programming the county board voting machine. This will result in removing the cost of using an outside vendor when future re-programming is needed.
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Elections

Program Description

Prepare and publish state statutory required legal election notices. Train inspectors and poll workers. Help with voter registration. Certify to local clerks, pertinent election data. Prepare and distribute ballots and other election supplies to local clerks. Prepare voting machine layouts for municipalities. Receive and tabulate election returns on election night. Canvass the results of all elections held for County, State, and Federal offices within the County. Respond to, and take appropriate action, when necessary, on all questions and complaints regarding the election process within the County.



Performance Measures

Time period for election result tabulation, measured in hours from poll closing.

2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
2.5	1.5	1.0	2.5	1.0

Staffing (FTE)

1.95	1.70	1.70	2.04	0.34
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Personnel Costs	\$98,200	\$95,640	\$93,876	\$118,012	\$22,372
Operating Expenses	\$142,318	\$117,140	\$62,983	\$273,257	\$156,117
Interdept. Charges	\$3,397	\$7,319	\$6,215	\$7,424	\$105
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$243,915	\$220,099	\$163,074	\$398,693	\$178,594
General Government	\$22,828	\$19,000	\$21,500	\$23,000	\$4,000
Charges for Services	\$0	\$350	\$0	\$50	(\$300)
Interdepartmental	\$0	\$75	\$0	\$0	(\$75)
Other Revenue (a)	\$0	\$0	\$0	\$80,000	\$80,000
Total Revenues:	\$22,828	\$19,425	\$21,500	\$103,050	\$83,625
Tax Levy	\$221,087	\$200,674	\$141,574	\$295,643	\$94,969

(a) Other Revenue includes General Fund balance of \$80,000 for one-time election related costs in the 2004 budget.



Program Highlights

Personnel costs overall increase is partially due to transferring 0.25FTE Account Clerk I position (cost of \$12,100) in 2004 from the Administrative & Legislative Services program, budgeting for 0.07FTE for 146 hours of Temporary Extra Help at a cost of \$2,000, and additional canvasser per diem expenditures due to more planned elections during 2004 necessitating additional staff time.

Operating expenses increase \$162,000 for election related costs including the cost of ballots and publishing required legal election notices. The increase corresponds to having four (up from two in 2003) elections planned for 2004, including the shift of the presidential primary to February (previously held in April), which is expected to generate a high turnout and the corresponding increase in costs of elections. Fund balance of \$80,000 is budgeted to partially offset this one-time increase.

The election software will be upgraded from an outdated DOS version to a Windows version prior to the presidential primary election. This upgrade has a one-year warranty, reducing the software maintenance costs in 2004 by \$6,000.



Activity

The number of registered voters in Waukesha County has varied through out the years. A drop in the registered voters in 2001 was due to voter registration lists being purged of non-residents. According to the 2000 census Waukesha County has over 260,000 eligible voters; this is the number of potential voters at any given election. The number of registered voters will increase for 2004 due not only to the population growth, but the presidential election, as it draws more people to the polls. Starting in 2003 all voters will be required to be registered, and we will see that growth in our 2004 registered voters. The number of registered voters play a critical role in determining the number of ballots printed for each election, thereby affecting total election costs.

Number of Waukesha County Registered Voters

2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Estimate	2004 Budget
266,786	236,292	238,513	231,000	231,000	240,000

Legislative Support & Administrative Services

Program Description

Serves as Clerk of the County Board of Supervisors, custodian of all records of the board and all other records as required to be filed by statutes. The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support, including actively working on business continuity, the county accounting system, strategic planning, and annual budget for the department. By Statute, the County Clerk is the keeper of records for the county and has many of the county contracts filed in the office. The County Clerk maintains the Administration Center room reservations for both county and public meetings. The office receives an average of 15-20 room reservations per day. The County Clerk is responsible for posting agendas. The office is many times the first place our residents call to get transferred to the appropriate department. Continue to update the Directory of Public Officials by posting this information on the Internet.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Staffing (FTE)	2.25	2.50	2.50	1.28	(1.22)
Personnel Costs	\$119,186	\$140,137	\$137,073	\$103,605	(\$36,532)
Operating Expenses	\$5,900	\$8,491	\$7,312	\$9,571	\$1,080
Interdept. Charges	\$9,128	\$14,781	\$13,451	\$36,132	\$21,351
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$134,214	\$163,409	\$157,836	\$149,308	(\$14,101)
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$586	\$450	\$225	\$150	(\$300)
Interdepartmental	\$0	\$75	\$0	\$0	(\$75)
Other Revenue	\$109	\$0	\$0	\$2,600	\$2,600
Total Revenues:	\$695	\$525	\$225	\$2,750	\$2,225
Tax Levy	\$133,519	\$162,884	\$157,611	\$146,558	(\$16,326)

**Program Highlights**

In 2004, the full-time equivalent (FTE) decreases by 1.25FTE for a \$50,700 decrease. This decrease reflects the transfer of 0.25 FTE of an Account Clerk I (budget cost of \$12,200) to the Elections program for 2004 to assist with the four scheduled elections and abolishing a 1.00FTE Clerk Typist II (budget cost of \$38,600) partially offset by the increase for the cost to continue the existing staff and budgeting for 0.03FTE for 72 hours of temporary extra help with a cost of \$900 to provide backup coverage and additional help as needed. Interdepartmental charges increase \$21,300 (one-half of the position cost) reflecting the cost sharing of a Clerk Typist I-II position that is currently budgeted in the County Treasurer's department.

The department will assume the duty of programming the county board voting machine. Currently the county is aware of only one vendor to perform this task. By performing this function internally, this will allow for more expedient and continuous service at a lower cost, resulting in reduced budgeted costs annually by \$500 (in the County Board budget).

The department has assumed the duty of posting agendas to the county web site. By setting up a generic email address the department is emailed all agendas and is responsible for posting on the web in a timely manner. This process follows compliance with the open meeting law, of proper notification and has cut down on hard copy and fax costs. By using technology it is a more efficient process and makes the agendas more accessible.

Licensing

Program Description

Issues marriage licenses. Distribute dog licenses, tags, and supplies to municipalities as mandated by state law. Issues marriage licenses to county residents or out of state customers who are eligible to marry under the laws of Wisconsin. Accepts and forwards passport applications and all required materials to the U.S. State Department.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Staffing (FTE)	0.81	0.92	0.80	0.90	(0.02)
Personnel Costs	\$35,868	\$41,035	\$37,853	\$42,565	\$1,530
Operating Expenses	\$2,454	\$5,396	\$5,202	\$5,225	(\$171)
Interdept. Charges	\$4,430	\$4,853	\$4,826	\$4,775	(\$78)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$42,752	\$51,284	\$47,881	\$52,565	\$1,281
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$108,590	\$107,100	\$107,500	\$127,620	\$20,520
Charges for Services	\$1,690	\$2,000	\$1,850	\$2,000	\$0
Total Revenues:	\$110,280	\$109,100	\$109,350	\$129,620	\$20,520
Tax Levy	(\$67,528)	(\$57,816)	(\$61,469)	(\$77,055)	(\$19,239)



Program Highlights

The expenditures budgeted in 2004 are basically on a cost to continue basis.

The 2004 fee for marriage licenses will continue at \$95 (no change since 2001), with no increase in the estimated number of licenses to issue. The office will also begin accepting passport applications, based on authorization through a proposed 2003 ordinance. The 2004 budget includes \$20,500 of revenue based on a \$30 per application fee that is retained (the total application fee for a passport is \$85).



Activity

The chart shows the number of County Clerk issued licenses and applications by year. A passport application pilot project will begin in the 4th quarter of 2003, pending County Board approval.

	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Estimate	2004 Budget
Marriage License	2,268	2,109	2,167	2,150	2,150	2,150
Dog License	21,494	21,275	21,333	21,500	21,500	21,500
Passports Appl.	N/A	N/A	N/A	N/A	N/A *	684

* Beginning Date not established